**AS Fall Progress Report (Results Section) ASSIGNMENT worksheet**

**Learning Objectives**

* Articulate progress to date in context of project goals
* Demonstrate ability to report outcomes (results) in a scholarly manner

Use this report template to draft the ‘Results’ section of your final Capstone Scholarly Project report and provide the information required on the AS Fall Progress Report SUBMISSION form, which you can access via the Capstone webpage (<http://inside.umassmed.edu/OUME/capstone-scholarship--discovery/capstone-resources--new/>). You may email the contents of this file, or the report file itself, to your Advisor for editing and review. Please work with your Advisor to create a timeline that allows for a complete review and feedback prior to the submission deadline.

The following is an example of a timeline

* Submit draft to Advisor no later than August 10th
* Advisors return to you with feedback no later than August 24th
* Students complete revisions and submit to CSD *no later than* August 31st

We recommend that you type into this document as you work with your Advisor in order to copy and paste your responses into the AS Fall Progress Report SUBMISSION form accessed via BBL. Please remember to save and keep a copy for your records.

Submit your work when your Advisor determines that your progress “meets expectations” based on the [*Project Report Results Section Formative Evaluation Rubric*](#IntroductionRubric) included at the end of this template. Submit it to CSD using AS Fall Progress Report SUBMISSION form accessed via BBL.

**The AS Fall Progress Report should be submitted to CSD *no later than* August 31st.**

**Demographic Information**

* Your name
* Advisor’s name
* Is this a group project? \_\_\_ Yes \_\_\_ No
	+ *If yes*, please provide names of the other students in your group.

**Project Update**

* Project Title
* Has your project changed substantially since you submitted your CCE Spring Progress Report? Yes | No
* *If yes*, please submit a brief summary of the modifications of your project and a timeline for completion - include in the Results section
* Describe the progress you have made since submitting your CCE Spring Progress Report (progress includes items such as scheduling or completing an FCE, IRB/IACUC determination, completing a literature search)

Have you completed the Project (other than final CSP Report and Presentation materials)? Yes | No

If no, please describe *at least three* next steps you will undertake to continue working on your project, and by what month(s) you plan to accomplish them

**Project Report Results**

The next step in the Capstone Project process is reporting the Results of your project. The Results section is a detailed description of the project outcomes and observations. These can include a qualitative description (i.e., selected quotes or a narrative that explains what you have accomplished), or a description and presentation of data obtained (e.g., laboratory or clinical research, using statistics where appropriate).

The data **and/or** quotes that you gathered through your project should be included in this section when appropriate. For example, include figures and or tables that present your relevant data.

This is a *draft version* of the Results section of your Final Capstone Project Report. At this stage of writing, we anticipate that students should be able to submit a thorough Results section (even if some results are pending). It can be revised, as appropriate, for the final Capstone Scholarly Project Report submission. Additional instructions for reporting the Results (including examples of Results sections) can be found on the Lamar Soutter Library Guide “Scientific Writing” and “Parts of the Paper” at <http://libraryguides.umassmed.edu/scientific-writing>.

Please use the attached [*Results Section Formative Evaluation Rubric*](#IntroductionRubric) to guide your efforts, and assist your Advisor in providing his/her feedback. Your advisor must review your report and indicate that it meets expectations *before* submission to CSD via BBL.

Provide a total of 250-700 words (1-4 paragraphs) for Results section in your project.

**Working with Your Capstone Project Advisor**

* Have you had any communications with your Advisor between the time you submitted your CCE Spring Progress Report and time when you submitted this progress report? Yes | No
* How many hours in total have you spent in communications with your Advisor since submitting your CCE Spring Progress Report, including hours working on this report?
	+ 1 – 3 hours
	+ 4 – 6 hours
	+ > 6 hours

Do you have any questions or recommendations for the Capstone Course leadership?

**Advisor Determination Acknowledgement**

The submission form will ask you to confirm that your Advisor has determined your work is ready for submission with the following “question”.

Please confirm that this is the final version of the Result section and that your Advisor has reviewed, he/she provided comments and has determined that it meets expectations as described in the rubric.

I assert that my Advisor, <advisor name>, has reviewed and approved this report as “meets expectations”.

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| --- | --- | --- | --- |
| CSD Project Report Rubric | Meets Expectations | Below Expectation | Comments/Recommendations |
| **Results** | The product reflects understanding and/or achievement and is consistent with the goals of the project. Appropriate data and or outcomes, and analyses are reported, including unexpected results or missing data. | The product reflects a limited understanding. Report of data or outcomes, and analysis are incomplete or missing. |  |

## **Project Report Results Section Formative Evaluation Rubric**